

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** CENT\$IBLE NUTRITION PROGRAM EDUCATOR 2

**Reports To:** Designated Supervisor

**UW Job Code:** 3718

**UW Job Family:** 3C – Instructional/Educational Service

**SOC Code:** 25-9021

**FLSA:** Non-exempt

**Pay Grade:** 19

**Date:** 5-1-07 (revised 7-15-11; 9-13-19)

### **JOB PURPOSE:**

Under limited supervision, provide nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education in nutrition, physical activity, meal planning, food resource management, food safety, and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare and teach food and nutrition education programs for eligible low-income families, adults, and youth.
- Recruit program participants through agency contacts and marketing of CNP. Plan, develop and participate in public relations activities that promote UW, Extension, and CNP.
- Document program expenditures and program impacts monthly, quarterly, and yearly as required by Extension and the CNP following appropriate guidelines and confidentiality.
- Initiate and support PSE changes in the community that impact people with limited resources. Develop partnerships with community agencies, schools, coalitions, and organizations to adopt community nutrition and physical activity interventions. Participate in a community coalition of agencies working with low-income.
- Attend training and stay updated on food and nutrition and new teaching techniques.
- Participate in state task force committees.

## **SUPPLEMENTAL FUNCTIONS:**

- Provide and maintain own vehicle and liability insurance for daily UW travel. Adhere to UW and CNP policies and procedures as outlined in the employee handbooks. Establish and maintain communication and coordination with county Extension offices. Accountable for these and other duties as assigned.
- Make recommendations regarding program needs (supplies, equipment, and lesson changes) and contribute to monthly newsletters.

## **COMPETENCIES:**

- Formal Presentation Skills
- Influence
- Sensitivity
- Service Orientation
- Adaptability
- Consistency
- Teamwork

## **MINIMUM QUALIFICATIONS:**

Education: **High School Diploma**

Experience: **3 years of work-related experience**

Required licensure, certification, registration, or other requirements: **Valid driver's license**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- University policies and procedures
- Organize, prioritize, and plan daily operations
- Computer programs and software in use in the department or area
- Applicable federal, state, and local rules and regulations
- General understanding of nutrition
- Food preparation and presentation methods
- Lesson and demonstration planning based on needs of program participants
- Standards of sanitization and cleanliness employed in handling food
- Community resources and agencies
- Record keeping and reporting requirements associated with area of specialty

Skills and Abilities to:

- Organizational and planning skills
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community

- Communicate effectively, both orally and in writing
- Basic operation of computer programs and software in the department or area
- Develop and/or present educational or training materials for small and large groups
- Work under limited supervision
- Maintain confidentiality
- Procure supplies/travel using P-card
- Recruit participants
- Work as a team member and foster a cooperative teamwork environment.

### **WORKING CONDITIONS:**

Work in office/community center/school environments. Regularly travel throughout designated county or counties; exposed to adverse weather conditions; subject to communicable diseases or health conditions; subject to hazards associated with food preparation and storage.

### **DISTINGUISHING FEATURES:**

**Cent\$ible Nutrition Program Educator 1:** Provides, under general supervision, nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education in nutrition, physical activity, meal planning, food resource management, food safety, and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

**Cent\$ible Nutrition Program Educator 2:** Provides, under limited supervision, nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education in nutrition, physical activity, meal planning, food resource management, food safety, and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

**Cent\$ible Nutrition Program Educator 3:** Under very limited supervision, provide nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education in nutrition, physical activity, meal planning, food resource management, food safety, and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

**Cent\$ible Nutrition Program Educator 4:** Provide direct nutrition and physical activity education to low-income families, adults, and youth in accordance with federal guidelines resulting in adoption of healthy behaviors. Recruit and provide education in nutrition, physical activity, meal planning, food resource

management, food safety, and food preparation skills to low-income families, youth and individuals. Engage in multi-level community-based approaches to prevent obesity and chronic diseases. Develop and adapt training to meet the needs of various program participants. Coordinate and supervise CNP personnel and activities. Assist state personnel in developing policy, system, and environmental (PSE) strategies to be implemented statewide.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.